

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR STATEMENTS OF QUALIFICATIONS (SOQ)

MDOT PROJECT MANAGER Chris Youngs			JOB NUMBER (JN) 81690	CONTROL SECTION (CS) 25032
DESCRIPTION IF NO JN/CS				

MDOT PROJECT MANAGER: Check all items to be included in RFQ. WHITE = REQUIRED GRAY SHADING = OPTIONAL			SUBMITTER: Provide only checked items below in proposal.
Check the appropriate Tier in the box below			
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input checked="" type="checkbox"/> TIER III (>\$250,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Project
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Safety Program</i>
N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organization Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance
Not required as part of official RFP	Not required as part of official RFP	<input checked="" type="checkbox"/>	Quality Assurance/Quality Control
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the submitter office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for SOQ not including key personnel resumes

STATEMENT OF QUALIFICATIONS SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 10	RFQ DUE DATE 5/16/08	TIME DUE 4 PM
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STATEMENT OF QUALIFICATIONS MAILING ADDRESSES

Mail the multiple SOQ bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager

Chris Youngs
425 W. Ottawa St - Van Wagoner Building
Lansing, MI 48909
Phone: 517-373-0031

☐ MDOT Other

Contact Kathy Hulley @ 517-373-2256
for help if hand delivering RFQ and Chris Youngs
is not at his desk.

Mail one additional stapled copy of the SOQ to the Lansing Office indicated below.

Lansing Regular Mail**OR****Lansing Overnight Mail**

☒ Secretary, Contract Services Div - B470
Michigan Department of Transportation
PO Box 30050
Lansing, MI 48909

Secretary, Contract Services Div - B470
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

☐ Contract Administrator/Selection Specialist
Bureau of Transportation Planning B470
Michigan Department of Transportation
PO Box 30050
Lansing, MI 48909

Contract Administrator/Selection Specialist
Bureau of Transportation Planning B470
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the SOQ must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager by May 12, 2008. All questions and answers will be placed on the MDOT website as soon as possible after the receipt of questions. The names of SUBMITTERS submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the SOQ.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

1300EZ - Statement of Current Contracts and Subcontracts

5100D RFQ – Statement of Qualifications Cover Sheet

5100G RFQ – Certification of Availability of Key Personnel

5100I RFQ – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count, and can be found attached to RFQ.)



MICHIGAN
DEPARTMENT OF TRANSPORTATION
Bay Region

REQUEST FOR QUALIFICATIONS

M-21 (Corunna Road) over I-75 (S02 of 25032)
Bridge Replacement and State Police
Post Demolition in Genesee County
DESIGN-BUILD-FINANCE PROJECT

April 28, 2008

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1.0 INTRODUCTION

The Michigan Department of Transportation (MDOT), Bay Region, is requesting Statements of Qualifications (SOQs) from entities, referred herein as a “Submitters”, interested in submitting proposals for the M-21 over I-75 Bridge Replacement and State Police Post Demolition Design-Build-Finance Project, referred herein as the “Project”. The Project will be funded with state and federal-aid dollars thereby requiring the Submitters to adhere to all pertinent federal, state and local requirements.

1.1 Procurement Process

MDOT will use a two-phase procurement process to select a Design-Build-Finance Contractor to deliver the Project. This Request for Qualifications (RFQ) is issued as part of the first phase to solicit information, in the form of SOQs, that MDOT will evaluate to determine which Submitters are the most highly qualified to successfully deliver the Project. MDOT intends to short-list three of the most highly qualified Submitters that submit SOQs. MDOT may, at its discretion, shortlist up to five Submitters. MDOT may, at its discretion, cancel or re-advertise the Project. In the second phase, MDOT will issue a Request for Proposals (RFP) for the Project to the short listed Submitters. Only the short listed Submitters will be eligible to submit technical and price proposals in response to the RFP for the Project. Each short-listed Submitter that submits a proposal in response to the RFP (if any) is referred to herein as a “Proposer.” The Proposer offering a responsive proposal with the best value, to be determined as described in the RFP, will be awarded a contract , if any, for the Project and is referred to herein as the “DBF Contractor”.

1.2 Project Goals

The Purpose of this Project is to replace the aging M-21 over I-75 bridge, while improving substandard vertical clearances and widening the bridge to current standards. Mobility shall also be maintained during construction of the proposed improvements and the DBF Contractor shall provide a solution compatible within the Project setting and within the Project budget that adheres to all federal, state and local requirements.

The following goals have been established for the Project:

1. Safety

- Provide a safe Project area for the traveling public and workers during execution of the Project
- Provide a solution consistent with current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards

2. Budget

- Complete the project within MDOT’s established budget

3. Quality

- Provide a high quality project that minimizes future maintenance

4. Mobility

- Minimize impacts to traffic on M-21 and I-75 during construction

5. Schedule

- Begin construction by the Fall of 2008
- Substantial completion of construction by September 2009 (see below)

1.3 Website Information

Information regarding this RFQ, including all addendums, questions and answers, will be posted at the following website: http://www.michigan.gov/mdot/0,1607,7-151-9625_21540_49976---,00.html. It is the Submitter's sole responsibility to check the website and comply with any addendum. If an entity intends to submit a proposal as part of a team, the entire team is required to submit a single SOQ as a single Submitter.

2.0 BACKGROUND INFORMATION; RFQ PROCESS

2.1 Project Description; Scope of Work

The Project is located in Genesee County at the interchange of M-21 (Corunna Road) and Interstate 75. The Project consists of building demolition of an abandoned State Police Post and site grading/restoration, demolition of the existing M-21 bridge, construction of a new wider M-21 bridge over I-75, reconstruction of necessary M-21 approaches to the bridge and interchange ramps to the extent necessary to align M-21 with the new bridge, realignment and extension of an existing non-motorized trail, drainage, signing, pavement markings, cantilever replacement, traffic signal work and other items of work necessary to accommodate the new M-21 bridge and associated improvements. It is anticipated that this project will be environmentally cleared as a categorical exclusion. The NEPA clearance will be completed before the RFP is advertised.

2.2 Estimated Cost; Maximum Time Allowed

The current budgeted cost of the Project is \$6,400,000. MDOT anticipates substantial completion of the project by September 30, 2009. The RFP will detail the requirements for acceptance and completion of the Project.

2.3 Project Schedule

The deadline for submitting RFQ questions and the SOQ due date stated below apply to this RFQ. MDOT also anticipates the following additional Project milestone dates. This schedule is subject to revision by the RFP and addenda to this RFQ.

Phase I – Request for Qualifications

Issue RFQ
Deadline for submitting RFQ questions
SOQ due date

April 28, 2008
May 12, 2008
May 16, 2008

Evaluation of SOQs
Notify short listed Submitters

May 16 – 30, 2008
May 30, 2008

Phase II – Request for Proposals

Issue RFP	June 4, 2008
Deadline for submitting RFP questions	July 25, 2008
Technical Proposals and Bids due	August 1, 2008
Evaluation of Technical Proposals and opening of Bids	August 1 – August 22, 2008
Final Selection of DBF Contractor from Proposers	September 2008
Award of Contract and Notice to Proceed	September 2008

2.4 Inquiries and General Information

All questions regarding the Project must be submitted by e-mail to the MDOT Senior Program Manager listed below. Questions must be received by May 12, 2008 at 5:00 p.m. EST. All such questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of the entity submitting questions will not be disclosed. **The employees and representatives of the Submitter may not contact any MDOT staff (including members of the selection team) other than the MDOT Senior Program Manager, or someone he designates in writing, to obtain information on the Project. Such contact may result in disqualification.**

Name	Chris Youngs, P.E.
Title	Senior Program Manager
	Michigan Department of Transportation, Design Division
E-mail:	youngsch@michigan.gov

1. Addenda to the RFQ

If it becomes necessary to revise any part of the RFQ, addenda will be posted on the MDOT website. It is the Submitter's sole responsibility to check MDOT's website and comply with any addendum.

2. News Releases

Any news releases pertaining to this RFQ or the services, study, data or the Project to which it relates will not be made without prior written MDOT approval, and then only in accordance with the explicit written instructions from MDOT.

3. Disclosure

Except as otherwise stated, all information in a Submitter's SOQ and any contract resulting from this RFQ are subject to disclosure under the provisions of the "Freedom of Information Act," 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

2.5 Prequalification

The Submitter's team must meet the following prequalification requirements:

Construction Contractor Prequalification requirements

- Bridges and Special Structures

Design Firm's Prequalification requirements:

- Short & Medium Span Bridges;
- Maintaining Traffic Plans and Provisions;
- Geotechnical Engineering Services;
- Road Design Surveys;
- Structure Surveys;
- Traffic Signal Design; and
- Freeway Signing

2.6 Submitter and Major Participants

Contract work amounting to not less than 40 percent of the original total contract price shall be performed by the Submitter's own organization. All work items identified as Designated or as Specialty Classifications may be performed by subcontract. The amount of Specialty Classification work performed may be deducted from the original total contract price before computing the amount of work required to be performed by the Submitter's own organization. The Submitter's "own organization" shall be construed to include only workers employed and paid directly by the Submitter and equipment owned or rented by the Submitter, with or without operators.

As used herein, the term "Major Participant" means any of the following entities: all general partners or joint venture members of the Submitter; all individuals, persons, proprietorships, partnerships, limited liability partnerships, corporations, professional corporations, limited liability companies, business associations, or other legal entity however organized, holding (directly or indirectly) a 10% or greater interest in the Submitter; any subcontractor(s) that will perform work valued at 10% or more of the overall contract amount; the lead engineering/design firm(s); and each engineering/design sub-consultant that will perform 20% or more of the design work.

Lead engineering/design firm(s) can not be proposed on more than one Submitters DBF team and each Submitter must designate only one Lead engineering/design firm. All Submitters that include the same Lead engineering/design firm will have their SOQ's rejected. For this RFQ, the lead engineering/design firm is considered to be the firm responsible for the design of the bridge.

2.7 MDOT Consultant/Technical Support

MDOT has retained HNTB Michigan, Inc; Nossaman, Guthner, Knox and Elliott, LLC; and KPMG Corporate Finance, LLC to provide guidance in preparing and evaluating this RFQ, the RFP and advice on related financial, contractual and technical matters.

2.8 Conflicts of Interest

The Submitter is directed to 23 CFR 636.116, Conflict of Interest requirements. Each Submitter shall complete Form 5100I RFQ certifying that the entity and each Major Participant have read and understands MDOT's policy regarding conflict of interest. If the information provided discloses a conflict, MDOT will review the information and provide a written determination of whether the Submitter's and/or Major Participant's interest(s) creates an actual or potential organizational conflict of interest. MDOT will identify any actions that must be taken to avoid, neutralize, or mitigate such conflict.

Lead engineering/design firm(s) can not be proposed on more than one Submitters DBF team and each Submitter must designate only one Lead engineering/design firm. All Submitters that include the same Lead engineering/design firm will have their SOQ's rejected.

MDOT has hired HNTB Michigan, Inc; Nossaman, Guthner, Knox and Elliott, LLP; and KPMG Corporate Finance, LLC to assist in the preparation of the RFQ and RFP. The Submitter is prohibited from receiving any advice or discussing any aspect relating to the Project or the procurement with any person or entity with an organizational conflict of interest, including, but not limited to, HNTB Michigan, Inc; Nossaman, Guthner, Knox and Elliott, LLP; and KPMG Corporate Finance, LLC, and their subsidiaries. Such persons and entities are prohibited from being on or participating with any Submitter's team.

The Submitter agrees that, if after award, an organizational conflict of interest is discovered, the Submitter, as the DBF Contractor, must make an immediate and full written disclosure to MDOT that includes a description of the action that the DBF Contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, MDOT may, at its discretion, cancel the design-build-finance contract for the Project. If the Submitter was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MDOT, MDOT may terminate the contract for default.

2.9 Changes to Organizational Structure

All changes in Key Personnel must be approved by MDOT in writing by submitting Form 5100G RFQ. MDOT may revoke an awarded contract if any Key Personnel or Major Participant identified in the SOQ is removed, replaced or added without MDOT's written approval. To qualify for MDOT approval, the written request must document that the proposed removal, replacement or addition will be equal to or better than the Key Personnel or Major Participant provided in the SOQ. MDOT will use the criteria specified in this RFQ to evaluate all requests. Form 5100G RFQ must be submitted to MDOT's Senior Program Manager as described in Section 2.4.

2.10 Equal Employment Opportunity

The Submitter will be required to follow both State of Michigan and Federal Equal Employment Opportunity (EEO) policies.

2.11 Disadvantaged Business Enterprises

It is the policy of MDOT that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, and other small businesses shall have the maximum feasible opportunity to participate in contracts financed in whole or in part with public funds. Consistent with this policy, MDOT will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be

discriminated against in connection with the award and performance of any U.S. Department of Transportation (DOT)-assisted contract because of sex, race, religion, or national origin. MDOT has established a DBE program in accordance with regulations of the DOT, 49 CFR Part 26. In this regard, the Submitter will take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBEs have the maximum opportunity to compete for and perform the contract. Additional DBE requirements will be set forth in the RFP.

MDOT has determined that the Project will have a DBE goal of 5.0%.

3.0 CONTENT OF STATEMENT OF QUALIFICATIONS

This section describes specific information that must be included in the SOQ. SOQs must follow the outline of this Section 3.0. Submitters shall provide brief, concise information that addresses the requirements of the Project consistent with the evaluation criteria described in this RFQ.

3.1 Introduction

Provide a letter stating the business name, address, business type (e.g., corporation, partnership, joint venture) and roles of the Submitter and each Major Participant. Identify one contact person and his or her address, telephone and fax numbers, and e-mail address. This person shall be the single point of contact on behalf of the Submitter organization, responsible for correspondence to and from the organization and MDOT. MDOT will send all Project-related communications to this contact person. Authorized representatives of the Submitter organization must sign the letter. If the Submitter is a joint venture, the joint venture members must sign the letter. If the Submitter is not yet a legal entity, the Major Participants must sign the letter. The letter must certify the truth and correctness of the contents of the SOQ. This information will be used to identify the Submitter and its designated contact, and will be reviewed on a pass/fail basis only and not as part of the qualitative assessment of the SOQ. The Submitter may use form 5100D, attached, to provide this information instead of the letter, but it is not required.

3.2 Understanding of Project/Service (35 points)

Provide a synopsis demonstrating the Submitter's understanding of the physical description of the Project, probable impacts, and potential issues affecting the Project. Also describe your understanding of the services needed to complete the Project, any innovations, Quality Assurance/Control and safety programs intended to be proposed.

3.3 Qualifications of Team (50 points)

3.3.1 Structure of the Project Team

Describe the roles of all Key Personnel, Major Participants and identified subcontractors. Include what percent of the named role that the entity is expected to provide.

Provide a communication plan of how the team will communicate and resolve issues.

3.3.2 Submitter Experience

Describe projects the Submitter has completed or participated in (if the Submitter is not yet existing or is newly formed, please explain) and projects each Major Participant has managed, designed and/or constructed. For projects in which several of the proposed Major Participants were involved, the Submitter may provide a single project description. Highlight experience relevant to the Project the Submitter/Major Participants have gained in the last 8 (eight) years. Cite projects with levels of scope comparable to that anticipated for the Project. Describe the experiences that could apply to the Project.

Each project description must include the following information:

- Name of the project and either the owner’s contract number or state project number
- Owner’s Construction Engineer and Design Engineer for the project, address and current telephone and fax numbers
- List of Key staff proposed in the SOQ who were involved in the project and what their roles were
- Dates of design, construction, management and/or warranty periods
- Description of the work or services provided and percentage of the overall project actually performed and
- Description of scheduled completion deadlines and actual completion dates

MDOT may elect to use the information provided above as a reference check.

3.3.3 Organization Chart

Provide an organizational chart(s) showing the flow of the “chain of command” with lines identifying participants who are responsible for major functions to be performed and their reporting relationships, in managing, designing and building the Project. The chart(s) must show the functional structure of the organization down to the design discipline leader or construction superintendent level and must identify Key Personnel by name. Identify the Submitter and all Major Participants in the chart(s). Identify the bridge/structure contractor, earthwork, and paving subcontractor by company name, if not otherwise identified as a Submitter or Major Participant in the organizational chart(s).

3.3.4 Resumes of Key Personnel

Resumes of Key Personnel shall be provided as Appendix A – Resumes of Key Personnel to the SOQ. Resumes of Key Personnel shall be limited to five pages per person and will not be counted towards the overall SOQ page limit. If an individual fills more than one position, only one resume is required. The listing below describes the minimum Key Personnel for the Project (Key Personnel), others may be added by the Submitter.

Key Personnel:

- DBF Contractor’s Project Manager
- Project Superintendent
- Construction Quality Control Manager
- Design Manager

- Design Lead Structures Engineer
- Design Lead Road Engineer
- Design Lead Traffic Engineer

Include the following items on each Key Personnel's resume:

- Relevant licensing and registration
- Years of experience performing similar work, including work as part of a design-build team
- Length of employment with current employer
- Actual work examples, including projects, project dates, duties performed and percent of time on the job

3.3.4.1 Minimum Qualifications

Key Personnel will be evaluated, in part, based on the extent they meet and/or exceed minimum qualifications including, but not limited to, relevant education, training, certification, and experience. The following provides minimum qualifications of the Key Personnel assigned to the Project. Any certifications required to meet the requirements of the RFQ shall be in place by the time the first notice to proceed is issued. Key Personnel, except as noted, may perform Work in more than one position in the organization.

DBF Contractor's Project Manager

The DBF Contractor's Project Manager will be responsible for the overall design, construction, quality management and contract administration for the Project. The DBF Contractor shall at all times provide a Project Manager, who will: (i) have full responsibility for the prosecution of the Work, (ii) act as agent and be a single point of contact in all matters on behalf of the DBF Contractor, (iii) be present (or its Approved designee will be present) at the Site at all times that Work is performed, and (iv) have authority to bind the DBF Contractor on all matters relating to the Project.

Must have a minimum of five years of recent experience managing the design and/or construction of highway projects.

Project Superintendent

The Project Superintendent must be on site during all construction activities.

Must have at least five years of recent experience in highway and/or bridge construction and testing.

Construction Quality Control Manager

The Construction Quality Control Manager must work under the direct supervision of the DBF Contractor's Project Manager. It must be the responsibility of the Construction Quality Control Manager to manage the DBF Contractor's assigned Quality Control functions. This person must not be assigned any other duties or responsibilities on the Project, and will be required to be available whenever any construction activities are being performed.

The Construction Quality Control Manager shall have the authority to stop any and all work that does not meet the standards, specifications or criteria established for the Project.

Must have at least five years of recent experience overseeing the inspection and materials testing on major highway or bridge construction projects.

Design Manager

The Design Manager will be responsible for ensuring that the overall Project design is completed and design criteria requirements are met. The Design Manager must be on site whenever critical design activities are being performed.

The Design Manager must work under the direct supervision of DBF Contractor's Project Manager.

Must have at least five years of recent experience in managing the design of highway or bridge projects.

Must be a licensed professional engineer in the State of Michigan

Design Lead Structures Engineer

The Design Lead Structures Engineer must be a registered professional engineer in the State of Michigan.

Must have experience in structures design of the size and type required for the Project and must have at least five years of recent experience in structures design on similar projects.

Design Lead Road Engineer

The Design Lead Road Engineer must be a registered professional engineer in the State of Michigan.

Must have experienced in roadway design related to bridge replacement projects including associated approach work.

Must have at least five years of recent experience in roadway design on similar projects.

Design Lead Traffic Engineer

The Design Lead Traffic Engineer must be a registered professional engineer in the State of Michigan.

Must have experience in signal design, signing design and work zone safety and work zone traffic control plan design.

Must have at least five years of recent experience in traffic engineering and traffic management on similar projects.

3.4 Past Performance (20 points)

The Department will take into account performance evaluations done by MDOT and any references offered by the Submitter. The final evaluation will take into account performance by all Major Participants submitted.

3.5 Legal and Financial

The information required in response to Section 3.5 shall be submitted as Appendix B – Legal and Financial to the SOQ. Information provided in response to these sections will not count towards the overall

page limitation defined in Section 5.2. Information required by this section will be evaluated on a pass/fail basis.

3.5.1 Acknowledgment of Clarifications and Addenda

Identify all clarifications and addenda received by number and date.

3.5.2 Organizational Conflicts of Interest

The required information for Conflicts of Interest shall be submitted with the 5100I RFQ Conflict of Interest Form. Refer to Section 2.8 of this RFQ.

MDOT will reject all SOQ's from Submitters where their Major Participants belong to a parent company that is on a separate Submitter's organization.

3.5.3 Legal Structure

If the Submitter organization has already been formed, provide complete copies of the organizational documents that allow, or would allow by the time of contract award, the Submitter and Major Participants to conduct business in the State of Michigan. If the Submitter's organization has not yet been formed, provide a brief description of the proposed legal structure or draft copies of the underlying agreements.

3.5.4 Conceptual Plan of Finance – Financial Plan

The Submitter shall describe its conceptual plan to finance the Project, including identification of any perceived challenges to financing the Project and any proposed innovations to meet these challenges.

The Submitter shall describe and support with exhibits its Financial Plan for financing the Project. Project cost and project schedule will be consistent with the amounts and dates provided in the RFQ.

The Submitter's Financial Plan will include the following:

1. Conceptual approach to raising the financing;
2. Written description of each funding source;
3. Sources and Use of Funding for the Project; and
4. Signed Certification Statement stating Submitter's acceptance of the deferred payment profile contained in the RFQ

3.5.5 Financial Capacity Information

The Submitter shall update the financial information provided for MDOT Pre-Qualification if significant changes have arisen since the last audited financial statement on file with MDOT. If there have been no significant changes, a letter from the CFO or Treasurer confirming No Changes is required.

3.5.6 Letters of Support – Letter of Parent Company Support

Where the Submitter is a subsidiary of another company, provide a letter from the parent company, signed

by a parent company officer, confirming its intention to provide support to the subsidiary's participation in the Project. This letter must clearly state that the parent company will provide the financial support and human resources needed by the subsidiary to successfully carry out the Project. If a letter of support is not provided by the parent company, the Submitter will be assessed solely on the basis of its own financial standing and experience.

3.5.7 Letter of Bank Support

The Submitter's Financial Plan for the Project must be presented to the Submitter's bank when external or bank financing is proposed. A non-binding letter of support to finance the Project must be obtained from the potential lender(s) and provided to MDOT with RFQ submittal documents.

3.5.8 Method of Compensation

MDOT intends to reimburse the DBF Contractor for the lump sum award amount over this time period and in these amounts, in accordance with the RFP:

The first payment will be \$125,000 and will be paid upon the acceptance criteria defined in the RFP. Every three months thereafter a payment of \$62,500 will be made. The final payment will be the balance of the contract and will be paid on November 3, 2011.

4.0 EVALUATION PROCESS

4.1 SOQ Evaluation

MDOT will initially review the SOQs for responsiveness to the requirements of this RFQ. The information in the SOQ will then be measured against the evaluation criteria stated in Section 4.2.

4.2 SOQ Evaluation and Scoring

MDOT will evaluate all responsive SOQs and measure each Submitter's response against the Project goals and evaluation criteria set forth in this RFQ, resulting in a numerical score for each SOQ. MDOT plans to use the following criteria:

1. Understanding of Project and Service (35 Points):
 - Understanding of Project scope
 - Understanding of the Services needed for the Project
 - Understanding of safety concerns
 - Summary of Quality Assurance/Quality Control program (this will not be scored separately)
 - Quality of any proposed innovations
 - Understanding of impacts on the adjacent communities and traveling public
2. Qualifications of Team (50 Points):
 - Effective project management structure
 - Effective project management and interaction with MDOT or other entities
 - Effective utilization of personnel
 - Experience on projects of similar scope and complexity

- Experience with timely completion of comparable projects
- Experience with on-budget completion of comparable projects
- Experience with integrating design and construction activities
- Experience of team members working together
- Owner/client references
- Team members with experience and qualifications that are relevant to the Project scope
- Key management/staff experience, capabilities and functions on similar projects

3. Past Performance (20 Points):

4. Legal and Financial (pass/fail)

- Submitter's SOQ response shall be complete based on the RFQ requirements. A non-responsive or partially non-responsive SOQ missing required information may result in a "fail".

4.3 Determining Short listed Submitters

MDOT will total the scores for each responsive SOQ and prepare a ranked list of Submitters. MDOT intends to short-list three of the most highly qualified Submitters. MDOT, at its discretion, may short-list up to five Submitters.

MDOT reserves the right, in its sole discretion, to cancel this RFQ, issue a new RFQ, reject any or all SOQs, seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ, seek and receive clarifications to an SOQ and waive any deficiencies, irregularities or technicalities in considering and evaluating the SOQs.

This RFQ does not commit MDOT to enter into a contract or proceed with the procurement of the Project. MDOT assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs shall be borne solely by each Submitter. MDOT reserves the right, in its sole discretion, to not issue the RFP.

4.4 Notification of Short-listing

Upon completion of the evaluation, scoring and short listing process, MDOT will send the list of short listed Submitters (if any) to all Submitters.

4.5 Debriefing

All scores will be posted on MDOT's website in conjunction with the posting of the short list. No Submitter name will be provided; however, each Submitter will receive its individual score sheet from MDOT via facsimile or e-mail within two working days of the scores and selection results being posted. Informal feedback may be provided via phone or email at the discretion of the Senior Program Manager.

5.0 SOQ SUBMITTAL REQUIREMENTS

The following section describes requirements that all Submitters must satisfy in submitting SOQs. Failure of any Submitter to submit their SOQ as required in this RFQ may result in rejection of its SOQ.

5.1 Due Date, Time and Location

Submitter shall deliver all required SOQ copies as specified in Form 5100H RFQ (attached).

MDOT will not accept SOQs by facsimile or electronic transmission. Any SOQ that fails to meet the deadline or delivery requirement will be rejected without opening, consideration or evaluation.

5.2 Format

All SOQ's must comply with the following:

- The SOQ must not exceed 19 single-sided pages. The 19 page limit does not include Key Personnel resumes, required 5100 forms, 1300EZ forms, and the required legal/financial information defined in Section 3.5. In the 1300EZ form the references to "Bidder" shall mean "Submitter".
- Pages shall be 8 ½ inches by 11 inches.
- Font must be a minimum of 12 point.
- Pages must be numbered continuously throughout and in the format of "Page 1 of _".
- Submittals shall be stapled in the upper left hand corner and shall be completely recyclable. (e.g. no binders, plastic, spiral binding, etc.)
- Graphics are allowed within established page limits.

6.0 PROCUREMENT PHASE 2

This Section 6.0 is provided for informational purposes only so that each Submitter has information that describes the second phase of the Project procurement process, including a summary of certain anticipated RFP requirements. MDOT reserves the right to make changes to the following, and the short listed Submitters must only rely on the actual RFP when and if it is issued. This Section 6.0 does not contain requirements related to the SOQ.

6.1 Request for Proposals

The Submitters remaining on the short list following phase 1 of the procurement process will be eligible to move to Phase 2 and receive an RFP. While MDOT may make the RFP available to the public for informational purposes, only Proposers (short listed Submitters) will be allowed to submit a response to the RFP.

6.2 Anticipated RFP Content

6.2.1 RFP Structure

The RFP will be structured as follows:

1. Instructions to Proposers
2. Contract Documents
 - Book 1 (Contract Terms and Conditions)
 - Book 2 (Project Requirements)
 - Book 3 (Standards)
3. Reference Information Documents (RID)

6.2.2 Warranties

MDOT may require the DBF Contractor to provide a two-year general warranty for all elements of the Project after Final Acceptance of the project. The warranty requirements will be outlined in the RFP. Warranty for bridge coating systems will be required as appropriate for the type of structures built

6.3 Proposal Evaluations

MDOT has determined that award of the Project based on a “best value” determination provides the opportunity to obtain the most qualified DBF Contractor to deliver the Project.

6.4 Stipends

MDOT will pay a \$20,000 stipend to each unsuccessful Proposer submitting a responsive proposal. A stipend will not be paid to the successful Proposer.

No stipends will be paid for submitting SOQs.

MDOT may use any ideas or information contained in the proposals in connection with any contract awarded for the Project or in connection with a subsequent procurement, without any obligation to pay any additional compensation to the unsuccessful Proposers.

Appendix

STATEMENT OF QUALIFICATIONS COVER SHEET

MDOT PROJECT MANAGER		JOB NUMBER (JN)	CONTROL SECTION (CS)	RFQ DUE DATE
DESCRIPTION OF WORK				
SUBMITTER				
ADDRESS				
CITY		STATE	ZIP CODE	
PHONE NO.		FAX NO.		
CONTACT		EMAIL		
FEDERAL IDENTIFICATION NUMBER		INDIVIDUAL OR SOLE PROPRIETORSHIP CORPORATION PARTNERSHIP		
LICENSED TO OPERATE IN THE STATE OF MICHIGAN YES NO		DBE PARTICIPATION GOAL (if applicable) %		
CERTIFIED AS A DISADVANTAGED BUSINESS ENTERPRISE (DBE) IN MICHIGAN YES NO				
SUBCONTRACTOR	ADDRESS/PHONE	WORK TYPE OR PREQUALIFICATION CLASSIFICATION	%OF CONTRACT	DBE YES NO
SUBMITTER SIGNATURE (SIGNER MUST HAVE CONTRACTING AUTHORITY)			DATE	

DESCRIPTION IF NO JN/CS

SUBMITTER AUTHORIZED SIGNATURE (Signer must have contracting authority)	DATE
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CHANGES TO KEY PERSONNEL

The following changes are required to the key personnel reported on Page 1. If MDOT is notified of the change before scoring is complete, but after the deadline for submittal, the submitter can submit the resume of the person(s) replacing the key personnel. If MDOT is notified after scoring is complete, the submitter can submit the resume of the person(s) replacing the key personnel, and MDOT will determine if this change affects the selection results. If MDOT is notified of the change after Central Selection Review Team approval, MDOT will determine if the change is acceptable and, if not, has the right to cancel the contract and select a new submitter.

[illegible]

CONFLICT OF INTEREST STATEMENT

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
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DESCRIPTION IF NO JN/CS

_____(Submitter) certifies that it has read and understands the following:

The SUBMITTER and its Affiliates agree not to have any public or private interest, and shall not acquire directly or indirectly any such interest in connection with the project, that would conflict or appear to conflict in any manner with the performance of the services under this Contract. "Affiliate" means a corporate entity linked to the SUBMITTER through common ownership. The SUBMITTER and its Affiliates agree not to provide any services to any entity that may have an adversarial interest in a project for which it has provided services to the DEPARTMENT. The SUBMITTER and its Affiliates agree to disclose to the DEPARTMENT all other interests that the SUBMITTER or subcontractors have or contemplate having during each phase of the project. The phases of the project include, but are not limited to, planning, scoping, early preliminary engineering, design, and construction. In all situations, the DEPARTMENT will decide if a conflict of interest exists. If the DEPARTMENT concludes that a conflict of interest exists, it will inform the SUBMITTER and its Affiliates. If the SUBMITTER and its Affiliates choose to retain the interest constituting the conflict, the DEPARTMENT may terminate the Contract for cause in accordance with the provisions stated in this Contract.

- ☐ Certification for Subject Project. Based on the foregoing, the SUBMITTER certifies that no conflict exists with the subject project for it, its Affiliates, and any subcontractors.
- ☐ Disclosure of Conflict with Subject Project. Based on the foregoing, the SUBMITTER certifies that the following conflict exists with the subject project for it, its Affiliates, and/or any subcontractors:

SUBMITTER AUTHORIZED SIGNATURE (Must be signed by a representative with contracting authority)	DATE
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